

## Edit User Information

Click the **Login** link from the left menu bar to login with your Login ID and Password.

From the left menu, Click **Edit User Info**

Every 90 days the system will notify you upon login that your password has expired. When this happens, you will be taken to the **Edit User Info** page automatically upon login. In addition to changing your password, you can change your **School, Phone, Fax** and **Email**. You do not need to wait 90 days to change your password and other information ... you may make these changes at any time.

**★ ePAGE Home**  
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Logout  
Help

[Home >>](#)

### Edit User Information

[Washoe County SD \(16\)](#) rluna\_16/sdadmin

**Your password has expired.** Password must be no older than 90 days.

Please complete the following contact information fields.

**Password Requirements:**  
Password must contain at least eight characters and no more than ten, may not begin or end with a space and may not begin with an '\*'. Password must include at least one uppercase and one lowercase letter, one special character and one numeric value.

Examples: #ePage&1 +neVada22 1Math@Read

**New Password:**

**Confirm Password:**

**School:**

**Phone:** ( 775 ) 348 - 0212

**Fax:** ( 775 ) 333 - 5012

**Email:**

**First, Make Changes**

**Second, Click**

[Contact Us](#) [Privacy](#) [State of Nevada Home Page](#)

Make changes, as applicable, then Click **Save**.

If you change your **School**, a similar pop up menu may appear:

The screenshot shows the 'Edit User Information' page on the Nevada Department of Education ePAGE. The page includes a sidebar with links like 'ePAGE Home', 'Edit User Info', 'Doc Library', 'Logout', and 'Help'. The main content area displays the user's current school as 'Washoe County SD (16)' and a message that the password has expired. A 'School Information' pop-up menu is overlaid on the page, containing fields for 'Building Name', 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip'. A red arrow points from a text box 'First, Verify or Make Changes' to the 'Building Name' field. A blue arrow points from a text box 'Second, Click' to the 'Save' button in the pop-up menu.

**First, Verify or Make Changes**

**Second, Click**

This pop up menu allows you to verify or change your school information / address.

Once you Click **Save** on the pop up menu, make any other applicable changes on the **Edit User Information** page, then Click **Save**.

You will be taken to the **Home** page.

When done, **Logout** at the left menu bar.